CELEBRATING 120 YEARS OF YMCA OF THE PINES

1303 STOKES ROAD
MEDFORD, NJ 08055
WWW.YCAMP.ORG

2026

FAMILY HANDBOOK

WELCOME TO OUR DAY CAMP FAMILY

PRESCHOOL CAMP
AGES 3 AND 4

WELCOME TO CAMP!



LYNN PASSARELLA
SENIOR DIRECTOR OF DAY CAMP

Thank you for choosing Lake Stockwell Day Camp for your child's summer adventure!

As both the Senior Day Camp Director and a camp mom myself, I know firsthand how powerful the camp experience can be. Watching my own daughter grow more confident, independent, and joyful each summer reminds me why what we do matters so much. Camp isn't just about fun activities. It's about discovery, belonging, and the kind of growth that lasts long after summer ends.

At Stockwell, we believe camp is more than a place; it's a community where children can truly be themselves. Our incredible team of "Professional Role Models" lead by example, creating a safe and supportive, and laughter-filled environment where campers build friendships, try new things and gain confidence every single day.

From swimming and archery to arts & crafts and boating, campers get to explore all that the outdoors has to offer while learning the values that shape who we are - caring, honesty, respect, responsibility, courage, and inclusion.

This Family Handbook is your guide to all things camp. Inside you'll find answers to common questions and important details to help you and your camper prepare for an amazing summer ahead. If you ever need anything, please do not hesitate to reach out - my door (and inbox) are always open.

I can't wait to welcome your family to another unforgettable summer at Lake Stockwell!

With Stockwell Spirit,

Lynn Passarella

Lynn Passarella
Senior Director of Day Camp

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REGISTRATION INFORMATION

This section provides details to help families prepare for the upcoming camp season. You'll find information about enrollment, payment timelines, and how to make changes to your camper's schedule. Reviewing this section in advance helps ensure a smooth registration process from start to finish.

REGISTRATION AND REQUIRED PAPERWORK

Registering for camp is quick and easy through your online account, where you can view your camper's information anytime. Once your registration is submitted, families cannot make changes directly. Any updates must be made through our registration department by emailing registration@ycamp.org. During our peak season, please allow 7–10 business days for processing.

Before your camper's first day, please make sure the following are complete:

- Camper registration
- Full payment
- Forms: medical, participation waiver, camper information
- Trading Post deposit (optional; not applicable for Preschool Camp)
- Friend request, if applicable

TUITION DEADLINE

All camp fees are due by May 15, 2026.

- Any remaining balance on that date will be automatically charged to the payment method on file.
- Families paying by check should make sure payment is received that same week.
- Registrations made after May 15, 2026, must be paid in full at the time of registration.

A 3% credit card processing fee applies to all credit card transactions. To avoid this fee, families are welcome to pay using a debit card or ACH (electronic check) through their online account. Checks may still be used up to two weeks before your camper's start date.

CANCELLATION POLICY

Life happens! Here's what to expect if you need to adjust your camper's registration:

- **Before March 15, 2026**: all payments made, including the deposit, are fully refundable or can be transferred to another session (based on availability).
- **After March 15, 2026**: Deposits are non-refundable, and all payments made are non-refundable and non-transferable.

MEDICAL CANCELLATIONS

Credits for cancellations due to medical reasons will only be considered in cases of a contagious illness or injury, such as a fracture or break, that prevents the camper from safely participating in activities.

A physician's written confirmation of the camper's condition and inability to attend is required. All medical documentation must be submitted within one week of the missed session to registration@ycamp.org for review.

When a medical cancellation is approved, families provided with a credit for use in the same summer pending available space, or for the 2027 summer.

For medical cancellations submitted after the March 15, 2026, deadline, the session deposit is non-refundable, but any remaining eligible payments may be considered for credit as outlined above.

Credits and/or refunds will not be issued for non-contagious conditions, mild illness, or minor injuries that do not prevent participation.

CHANGE OF SESSION POLICY

All session changes must be submitted to the registration department to be processed. Email registration@ycamp.org and include your camper's full name and the changes desired. During our peak season, please allow 7–10 business days for processing.

- **Before March 15, 2026:** families may make one session change at no cost, pending availability.
- **After March 15, 2026:** a $50 change fee will apply for each additional request, pending availability.

MILTARY DISCOUNT

We're proud to support the brave men and women who serve our country. Families with a parent or legal guardian on active military duty in the U.S. Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves receive 25% off summer camp tuition.

To receive this discount, submit a letter from your Commanding Officer confirming active duty status to our registration department (registration@ycamp.org), or show your active Military ID at our Welcome Center. Photocopies will not be accepted. Active duty status must apply to the camp season for which you're registering.

We're also honored to recognize the men and women who have proudly served our country. Families with a parent or legal guardian who has been honorably discharged from the U.S Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves receive 10% off camp tuition.

To receive this discount, submit copy of your Form DD214 as verification to our registration department (registration@ycamp.org).

Please note, the military discount offers cannot be combined with other discounts and incentives, including but not limited to, early registration, marketing, and open house promotional codes.

FINANCIAL ASSISTANCE

We believe every child should have the opportunity to experience summer camp. Financial assistance is available based on household size and income, with aid ranging from 5% to 60% off camp tuition fees for up to 5 weeks of day camp.

HOW TO APPLY

- Complete your camper's online registration, including the deposit.
- Submit the Financial Assistance Application along with all required documents to our registration department. This includes your most recent tax return (2025 for the 2026 camp season) and any current financial information such as pay stubs, child support, alimony, welfare, social security, or unemployment benefits.
- Once your application has been reviewed, you'll receive a notification of your eligibility. Families have one week to accept or decline the award.

If you choose not to move forward with registration, any deposits paid will be fully refunded.

ADDING ADDITIONAL SERVICES

Families can add extra services, such as extended care and bussing, at any time throughout the summer as needed. You can easily access your camper's registered sessions through your online account to make these additions at your convenience.

Please note that all additional services must be added by the Wednesday before the upcoming session.

PRESCHOOL OVERVIEW

Lake Stockwell's Preschool Camp offered a fun and educational outdoor experience for campers ages 3 and 4, with both morning and full-day options available. Designed to nurture young minds, our program features engaging activities like music, science, arts and crafts, sports, and cooking. Campers must be potty trained to participate in the program.

Preschool Camp will operate at two locations:
Pomona Lodge - Preschool East
Rohrer Building - Preschool West

Camper location assignments will be based on age and session dates:

- All 4-year-old campers will be placed at Rohrer (Preschool West) during sessions 3, 4, 5, 6, 7 and 8. If your camper has a summer birthday and turns 4 during camp, they will also be placed at Rohrer. However, this is subject to change based on enrollment.
- All 3-year-old campers and AM-only campers will be placed at Pomona Lodge (Preschool East).
- For sessions 1, 2, 9, and 10, all preschool campers will be placed at Pomona Lodge.

CAMP HOURS

Here's everything you need to know about drop-off, pick-up, and extended care times:

Drop-Off – 8:00 am to 8:45 am
Pick-Up – 4:00 pm to 4:45 pm

Extended Hours:
AM Care – 7:00 am to 8:00 am
PM Care – 4:45 pm to 6:00 pm

WEEKLY THEMES

Each week features a unique theme that is woven into all aspects of our scheduled activities. From arts and crafts to sports, campers will engage in activities that reflect the theme of the week, making every day a new adventure.

2026 Weekly Themes	
Session 1: June 22 – June 26	Aloha Summer
Session 2: June 29 – July 3	Bluey
Session 3: July 6 – July 11	Disney
Session 4: July 13 – July 17	Color Week
Session 5: July 20 – July 24	Preschool Spirit
Session 6: July 27 – July 31	Dinosaurs
Session 7: August 3 – August 7	Olympics
Session 8: August 10 – August 14	Summerween
Session 9: August 17 – August 21	Dragons and Unicorns
Session 10: August 24 – August 28	Pirates and Mermaids

SUMMER CAMP STAFF

Our summer staff is made up of caring, enthusiastic people who love working with children in an outdoor camp setting. We begin hiring at 16 years of age, and many of our younger staff have been part of our Counselor-in-Training program or were campers themselves. We're also proud to welcome international staff members from around the world, who bring unique cultures and experiences that enrich our community. In addition, our team includes teachers, paraprofessionals, and students pursuing degrees in education, recreation, and youth development.

All staff members complete a comprehensive background check and participate in mandatory training before the start of camp. Each staff member attends at least one full week of training, where they learn about YMCA of the Pines policies and procedures, child development, safety and emergency preparedness, behavior management, and creative programming.

Lake Stockwell's staff team is composed of at least 80% adults over the age of 18. Above all, our counselors serve as Professional Role Models, dedicated to creating a safe, inclusive, fun environment where every camper can explore, grow, and thrive.

CAMPER-TO-STAFF RATIOS

Our counselor-to-camper ratios ensure close supervision and meaningful connections.

Age / Grade Level	Counselor	Camper
Ages 3 - 6 / PREK to 1st Grade	1	6
Ages 7 - 8 / 2nd to 3rd Grade	1	8
Ages 9 - 11 / 4th to 6th Grade	1	10
Ages 12 - 15 / 7th to 10th Grade	1	12

COUNSELOR STRUCTURE

Each preschool location is led by a Preschool Director who oversees the overall camper experience, communication with families, and daily program operations. Supporting the Director is a Preschool Assistant Director, who helps ensure that activities run smoothly and that every camper receives individual attention and care.

Each group is cared for by dedicated Camp Counselors who remain with the same campers throughout the summer. This consistency helps our youngest campers feel comfortable, build trust, and settle into the camp routine with familiar faces each day.

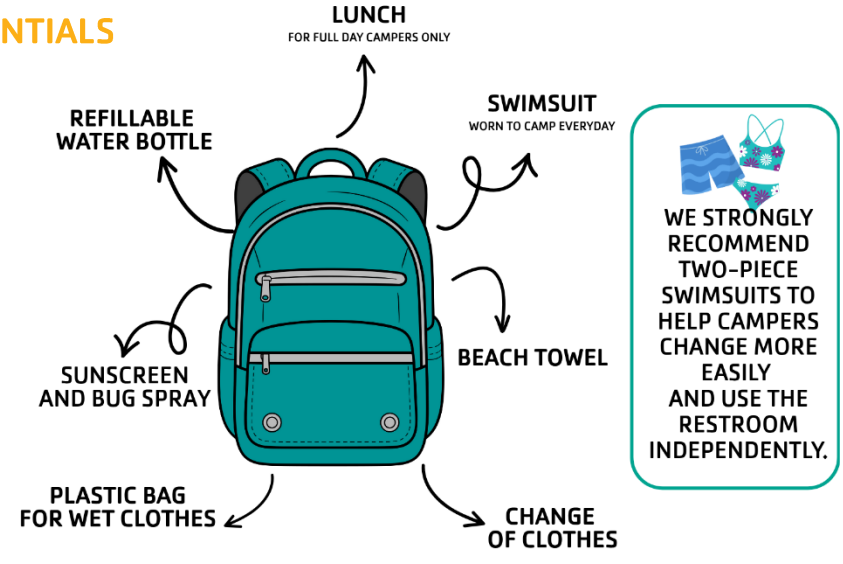
In addition to our front-line staff, Lake Stockwell has a dedicated group of leadership and administrative staff who support day-to-day operations, ensuring each camper and staff member has what they need for a successful summer. Camp programs are planned and led by talented Activity Directors who bring their program areas to life, from sports to arts and crafts to science and nature.

WHAT TO BRING TO DAY CAMP

For safety, closed-toe shoes must be always worn while at camp. Flip flops, slide sandals, or any shoes that expose toes prohibited.

We recommend packing everything in a school-sized backpack or similar bag, and, of course, label every item your camper brings.

DAILY ESSENTIALS



PROHIBITED ITEMS

We strive to keep camp a safe environment. The following are forbidden:

- Illegal drugs and/or drug paraphernalia
- Tobacco products and/or vaping devices
- Alcohol
- Knives, guns, or any weapons
- Fireworks or explosives
- Matches, lighters, or candles
- Animals/pets
- Camper motorized vehicles

TECHNOLOGY-FREE POLICY

Camp is a unique opportunity for kids to unplug, enjoy the outdoors, and build meaningful connections with others, without the distractions of phones and screens.

While we understand that some campers may bring a cell phone for emergencies, we ask that phones stay tucked away during the camp day. This also includes smartwatches, or any other devices that can send or receive messages or access apps.

To help support this policy, if a camper is reminded more than twice in one day to put their device away, it will be held in a designated "cell phone backpack" for the rest of the day.

Other technological devices that are prohibited include:

- Air pods/headphones
- Portable gaming devices
- Laptops/tablets
- Electronic reading devices
- Speakers

ARRIVAL, DISMISSAL, AND ATTENDANCE PROCEDURES

Smooth arrival and dismissal routines help each day begin and end safely. Families will find information about bus transportation, on-site drop-off and pick-up, and attendance expectations to ensure every camper is accounted for throughout the day.

ON-SITE DROP-OFF AND PICK-UP PROCEDURES @ POMONA LODGE

MORNING DROP-OFF: 8 AM TO 8:45 AM

When dropping off your camper at Pomona Lodge, you will enter our main entrance, located off Stokes Road. Pomona Lodge is the second building on the right-hand side after driving through the entrance.

PLEASE USE THE FOLLOWING ADDRESS FOR GPS PURPOSES:

1303 STOKES RD
MEDFORD, NJ 08055

BE SURE TO ENTER THE CAMP OCKANICKON ENTRANCE. PROCEED THROUGH CAMP AND POMONA LODGE IS ON YOUR RIGHT-HAND SIDE.

Our drop off closes at 9:00 am. After 9:00 am, you will need to bring your camper to our Welcome Center, the first building, after entering our main entrance. The welcome center staff will inform the preschool staff that you are dropping off your camper.

ON-SITE DROP-OFF AND PICK-UP PROCEDURES @ POMONA LODGE

AFTERNOON PICK-UP: 4 PM TO 4:45 PM

Pick up begins at 4:00 pm. Our campers are still participating in camp activities until 3:55 pm. If you pick up your camper before 4:00 pm, you will need to go to Welcome Center, located off Stokes Road. We recommend sending a note in for early pickup so that we can have your camper ready when you arrive.

You will be greeted by a staff member and asked for a camper pickup card. The card tells us that you are authorized to pick up.
If, for any reason, someone is picking up and does not have the card, we will request a photo ID from the person and compare their name to the names listed on the camper's registration form. If the person is on the form, we will issue them a card and they are cleared to pick up. If they are not on the form, we will call you before sending your camper home with that person. We understand that this process can be frustrating, but safety is our number one priority, and we want to be sure campers are going home with an approved pickup person.



HAVE CAMPERS IN PRESCHOOL @ POMONA AND MAIN CAMP?

WE KINDLY ASK TAHT YOU DROP-OFF AND PICK-UP YOUR MAIN CAMPER FIRST AND THEN PROCEEDING THROUGH CAMP TO POMONA LODGE. THIS WILL ENSURE ONE WAY TRAFFIC THROUGH CAMP.

ON-SITE DROP-OFF AND PICK-UP PROCEDURES @ ROHRER BUILDING

MORNING DROP-OFF: 8 AM TO 8:45 AM

When dropping off your camper at Rohrer, you will use our preschool entrance located off McKendimen Road. Drop off is between 8:00 am and 8:45 am.

PLEASE USE THE FOLLOWING ADDRESS FOR GPS PURPOSES:



455 MCKENDIMEN RD
MEDFORD, NJ 08055

THE ADDRESS IS THE HOUSE LOCATED ON THE OPPOSITE SIDE OF THE STREET. THE BUILDING IS ON RIGHT-HAND SIDE WHEN COMING FROM MEDFORD.

Our drop-off area closes at 9:15 am. After 9:15 am, you will need to bring your camper to our Welcome Center, the first building after entering our main entrance, off of Stokes Road. The Welcome Center staff will inform the preschool staff that you are dropping off your camper.

ON-SITE DROP-OFF AND PICK-UP PROCEDURES @ ROHRER BUILDING

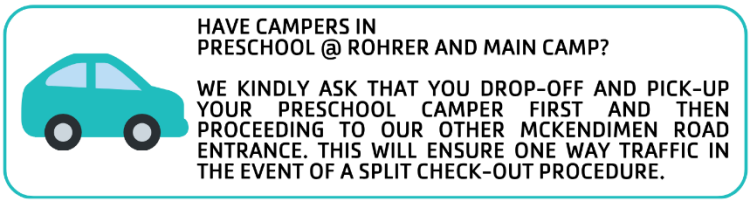
AFTERNOON PICK-UP: 4 PM TO 4:45 PM

Pick up begins at 4:00 pm. Our campers are still participating in camp activities until 3:55 pm. If you pick up your camper before 4:00 pm, you will need to go to our main office, located off Stokes Road. We recommend sending a note in for early pickup so that we can have your camper ready when you arrive.

You will be greeted by a staff member and asked for a camper pickup card. The card tells us that you are authorized to pick up.

If, for any reason, someone is picking up and does not have the card, we will request a photo ID from the person and compare their name to the names listed on the camper's registration form. If the person is on the form, we will issue them a card

and they are cleared to pick up. If they are not on the form, we will call you before sending your camper home with that person. We understand that this process can be frustrating, but safety is our number one priority, and we want to be sure campers are going home with an approved pickup person.



BUS TRANSPORTATION PROCEDURES

MORNING PICK-UP AT BUS STOPS

Each morning you will be greeted by the bus supervisor. The bus supervisor is responsible for communication between camp and your family. Our buses will only wait an additional 5 minutes for the campers to arrive at the stop. Please be sure to wait with your camper before the bus arrives. The bus supervisor will call or text you before they leave the stop to make sure that your camper will not be missed. The bus supervisor may also arrange an additional stop for morning pick up.

When arriving to camp, Preschool campers attending Pomona Lodge are dropped off directly at that site, where they are greeted by preschool staff. Preschool campers attending Rohrer are dropped off at the Dining Hall parking lot, where lifeguards greet them and safely walk them to Rohrer.

AFTERNOON DROP-OFF AT BUS STOPS

At 4:00 PM, bus campers begin gathering in the Dining Hall area for afternoon dismissal. Preschool campers at Pomona Lodge are picked up directly from that location. Preschoolers at Rohrer are escorted by lifeguards to the Dining Hall, where they meet their bus supervisors before boarding. Once all campers are accounted for, the bus supervisor and supporting staff walk with each group to their assigned bus. When the bus arrives at the drop off location, you will be greeted by the bus supervisor and asked for a camper pickup card. The card tells us that you are authorized to pick up.

If, for any reason, someone is picking up and does not have the card, we will request a photo ID from the person and compare their name to the names listed on the camper's registration form. If the person is on the form, we will issue them a card, and they are cleared to pick up. If they are not on the form, we will call you before sending your camper home with that person. We understand that this process can be frustrating, but safety is our number one priority, and we want to be sure campers are going home with an approved pickup person.

If no one is at the drop-off location for your camper, the bus supervisor will call to determine if they have the time to wait or to arrange to drop off at another stop. It is important to communicate with the bus supervisor if you are running late.

ADDITIONAL BUS INFORMATION

- Prior to the upcoming session, you will receive an email about the week's transportation procedures, including the bus supervisor's name and cell phone number for you to contact them throughout the week.

- Bus times are approximate and do not take into consideration traffic and construction.
- Campers are not permitted to make public stops while riding the bus. Please remind your camper to use the restroom before boarding in the morning and before leaving camp in the afternoon. Our staff will provide reminders each day as well.
- While riding Lake Stockwell's bus service, campers are expected to follow these rules:
    - Seatbelts must be always worn.
    - Remain seated when the bus is in motion.
    - No horseplay or distracting bus drivers.

LATE DROP-OFFS AND EARLY-PICK UPS

Parents/Guardians who need to drop off their camper late or pick up their camper early must check in with the Welcome Center, located off Stokes Road. Welcome Center staff will radio the camper's group and will direct the parent/guardian to the camper's group. This process eliminates the vehicle traffic as well as identifies visitors on camp property.

We recommend planning for an extra 10-15 minutes to allow time for this process.

REPORTING CAMPER ABSENCES

If your camper is absent, please notify us as soon as possible through email or text. If your camper is a bus rider, please also communicate absences with the bus supervisor.

Please note that missed camp days are non-refundable or transferable.

CAMP PROGRAMS AND ACTIVITIES

Every day at Lake Stockwell is filled with adventure, creativity, and discovery. Our preschool program is designed to give campers a well-rounded experience, balancing classic camp fun with new opportunities to learn, grow, and make lasting memories.

SAMPLE DAILY SCHEDULE

Each day at Lake Stockwell's Preschool Camp is filled with fun, age-appropriate activities led by caring and experienced staff. Preschool campers walk to a variety of scheduled program areas—Cooking, Science, Gardening, Sports, Open Play Space, and Nature—so they can feel part of our larger Lake Stockwell camp community.

On Thursdays, we welcome exciting guest presenters, including visitors from Cedar Run Wildlife Refuge, the local Police Department, and even a magician!

Water Play is a favorite part of the day and includes kiddie pools, water tables, and sprinklers. Preschoolers do not swim in the lake but still enjoy safe and refreshing water activities right at their own camp area.

Because activities rotate throughout the week, preschoolers may not visit each program area until later in the week, sometimes as late as Friday, but rest assured, all campers will experience every scheduled activity by week's end.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting 8:55 am	Introductions	Exercises	Group Photo	Exercises	Camp Songs
Activity 1 9:10 – 9:55 am	Playground	Playground	Playground	Playground	Playground
Activity 2 10 – 10:40 am	Cooking	Gardening	Science	Special Guest	Nature
Snack 10:45 am	Morning Snack included in camp tuition				
Activity 3 11 – 11:45 am	Water Play	Arts & Crafts	Water Play	Water Play	Tractor Ride
Lunch/Check-Out 12 pm	Check-Out for AM Campers / Lunch for Full Day Campers				
Activity 4 12:45 – 1:15 pm	Rest and Relaxation Napping is optional and not required				
Activity 5 1:30 – 2:00 pm	Free Play				
Activity 6 2:05 – 2:55 pm	Nature Walk	Open Play Space	Nature Walk	Sports	Beach Party!
Snack 3:00 pm	Afternoon Snack included in camp tuition				
Activity 7 3:20 – 4 pm	Group Games	Water Play	Open Play Space	Arts & Crafts	

WATER AND HYDRATION

Staying hydrated is an important part of every camper's day! Water stations are located throughout the preschool areas, and staff remind campers to take frequent water breaks, especially during outdoor play and warm weather.

Families are asked to send a refillable water bottle with their camper each day. If a camper forgets their water bottle, one will be provided for them to use throughout the day to ensure they stay hydrated and healthy.

FAMILY EVENTS

Camp is a community that extends beyond our campers and staff. Families are invited to join in the fun through special events held throughout the summer, offering opportunities to connect, celebrate, and experience the spirit of Lake Stockwell together.

MEET THE STAFF NIGHT

We understand how important it is for families to meet the people who will be part of your camper's summer experience. Just like meeting your child's teacher before the school year begins, Meet the Staff Night gives families the chance to get to know the counselors and leadership team who will be guiding and caring for campers all season long.

Join us on Wednesday, June 17, 2026, for an evening filled with fun activities, delicious BBQ, and great conversations as we kick off another amazing summer together. We welcome both new and returning families to join us for this family-friendly event.

Rain date: Thursday, June 18, 2026.

FAMILY NIGHTS

Family Nights are a wonderful opportunity for the whole family to experience a taste of Lake Stockwell! Families can enjoy some of the same activities' campers love every day - swimming, boating, archery, tomahawks, and gaga. Dinner and s'mores will be served at no additional cost, and the Trading Post (camp store) will be open during the event.

Family Nights are held on Wednesday evenings during the following sessions:

- Session 3 – July 8
- Session 5 – July 22
- Session 7 – August 5

Events may be cancelled in the event of inclement weather.

CAMP POLICIES AND COMMUNICATION

The safety and well-being of our campers are always our top priority. This section outlines how we communicate with families, manage camper health and behavior, and handle any unexpected situations that may arise during the camp day. Our goal is to keep families informed, campers supported, and all communication clear and consistent.

POTTY TRAINING POLICY

All campers must be fully potty trained to participate in the program. This means that campers should be able to:

- Recognize when they need to use the bathroom and communicate this need to staff.
- Use a regular sized toilet independently, including wiping and pulling up/down clothing without assistance.
- Manage bathroom routines with minimal reminders or support from staff.

While we understand that accidents happen occasionally, campers who experience repeated accidents will be removed from the program.

If, for any reason, your camper attends camp but is not fully potty trained and/or has repeated accidents, families will be issued credit for the 2027 camp season; however, please note the deposit paid for 2026 is non-refundable, and a refund of the session fee will not be offered (only credit for 2027).

EMERGENCY CONTACT INFORMATION

If you need to reach us in the event of an emergency:

- During business hours, please contact the Welcome Center at 609-654-8225.
- Outside of business hours, please contact the Senior Director at 609-668-5352.

In the event of an emergency at camp, families will be contacted directly. We will also post updates on our website (www.ycamp.org) and share messages through the Remind app to keep families informed.

COMMUNICATION AT CAMP

We understand that families want to feel connected to their camper's experience. Our goal is to keep you informed and engaged throughout the summer so you can share in the excitement of each camp week. Below are the ways you can stay in touch with what's happening at Lake Stockwell:

Session Newsletters: Emailed the Thursday before each registered session, newsletter include details about the upcoming weekly theme, special events, activity highlights, and special guest of the week. You'll also find reminders about the procedures that stay the same each week, such as drop-off and pick-up, and reminders for full day campers.

End-of-Session Videos: On Friday evenings, families receive our weekly slideshow, featuring photos and memorable moments from the week. The video also includes the announcement of competition and special event winners, giving everyone a chance to celebrate the week's accomplishments together.

Social Media: We share photos and updates regularly throughout the week!
Facebook: facebook.com/lakestockwell | Instagram: @lakestockwelldaycamp

Class Dojo App: We use ClassDojo to share photos and updates about what's happening at Preschool Camp. If you prefer not to participate in ClassDojo, please email our Senior Director at lynn@ycamp.org. Please note messages are not routinely read during camp hours.

HEALTHCARE AT CAMP

Lake Stockwell has an on-site health care provider and a fully stocked, climate-controlled infirmary to address all campers' medical needs. Many of our staff are also certified in CPR, AED use, bloodborne pathogens, child abuse prevention, first aid, first responder, wilderness first aid, and lifeguarding.

In Case of Illness or Injury at Camp

Our goal is for your camper to have an outstanding camp experience, by helping them feel better and return to activities as soon as possible. In the event your child becomes ill or injured, our team of experienced health care staff will evaluate and treat your child within the parameters set forth by you and in conjunction with our standing orders. If your camper's condition falls outside of general supportive care, additional medical support may be sought from a local physician, dentist, orthodontist or Emergency Medical Services.

Parents/Guardians will be notified if their camper visits the health care provider for anything that requires medication or if a visit to the hospital or urgent care is necessary. Additionally, the health care provider will contact parents/guardians if a camper is seen by the health care provider more than one for the same symptoms. Our priority is to keep you informed about your camper's health and well-being during their time at camp.

Payments for the services of an outside provider are the responsibility of the parent. In the event any treatment recommended by the hospital Emergency Department is refused, the camper must return to the care of their parents as soon as possible.

Our health care provider will contact you if any of the following occur to your camper while at camp:

- Has multiple visits to the Infirmary for the same issue.
- Needs to be evaluated by a physician for non-emergencies.
- Is going to be sent to a hospital or clinical care for evaluations – campers will always be escorted by a camp staff member when being transported via ambulance.
- Obtains an injury to the head, back, spine, eye, or a cut that may leave a scar.
- Receives a bee/wasp sting.
- Has a temperature of 100°F or greater.

Care for Ill or Injured Campers

Our health care staff is prepared to care for most childhood illnesses. The health care provider may request your camper convalesce at home for illnesses or injuries that would disrupt the camper's ability to participate in activities for more than 24 hours or if the camper is contagious and at risk of infecting other campers. For instances of home convalescence, your camper will be able to rejoin camp only after an evaluation from the camper's physician and a clean bill of health.

With respect to illnesses/fever, we require that all campers be free of fever or symptoms for 24 hours before returning to camp. Symptoms include severe pain or discomfort, a fever, vomiting or diarrhea, or open sores/rash. Campers that have exhibited these symptoms may return to camp after being symptom free for 24 hours, or with a note from a medical provider that the camper poses no serious health risk to him/herself or other campers. However, if visible symptoms remain and the camper has a note, we still reserve the right to send your camper home.

At camp, we strive to protect the safety and health of all our campers, and to stop the spread of germs and illness during the summer camp season. With respect to a head injury, severe illness, or other injury, we reserve the right to request that a note be provided from your camper's medical provider clearing the camper to return to camp as deemed necessary by our camp medical staff.

Prescription & Over the Counter (OTC) Medication

Our health care provider can administer all prescriptions and over the counter medicine, supplements, vitamins, and topical ointments. For the safety of your camper, we require the following steps to be taken:

- All medications sent to camp must be in the original prescription container or packaging. Outdated medications, pill organizers, or loose medication in containers will not be administered to your camper.
- All medication will be dispensed as instructed on the original container, and by the parent's/guardian's instructions on the camper's online Camper Medical Form.
- All medications must be checked in with the health care provider on the first day of camp by the parent/guardian. Please be sure to list all medications on your camper's online Camper Medical Form.
- Campers are not allowed to self-administer medication, supplements, vitamins or topical ointments.

- If your camper is taking the bus, parents/guardians will hand off any medications to the bus supervisor. Upon arrival at camp, the bus supervisor will deliver the medication directly to the health care provider.

LOST AND FOUND POLICY

Our staff makes every effort to help campers keep track of their belongings throughout the day. At the end of each camp day, a team of staff collect any items found around camp and bring them to the Lost and Found, located in Stockwell Lodge.

Between Tuesday and Friday, our lifeguards distribute any labeled items to campers during morning arrival. Items that remain in the Lost and Found for two full camp sessions will be donated to charity.

To help your camper's belongings make their way back home, please label all items clearly with your camper's first and last name.

BEHAVIOR MANAGEMENT POLICY

All camp activities are designed to reinforce the Y's six core values of caring, honesty, respect, responsibility, courage, and inclusion. Our camp rules and guidelines are set forth below and designed to allow all campers to have the best possible camp experience. If a camper consistently or excessively breaks the rules, such actions can negatively affect other campers by jeopardizing their physical or emotional safety. Camp staff will always work toward developing a cooperative plan of action to maximize a camper's chance of success. YMCA of the Pines strives to be inclusive of all.

YMCA of the Pines, in its sole discretion, reserves the exclusive right to refuse any registration and/or dismiss any camper for any reason.

Behavior Guidelines

- We are responsible for our words and actions.
- We respect each other and the environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- Campers are to follow directions from staff members.
- We keep our hands, feet and other body parts to ourselves.
- Campers must travel with their group.

Any disciplinary measures used will relate to the camper's specific actions and will be handled in a timely manner. No physical punishment, humiliation, scare tactics or controlling measures shall be allowed. Methods associated with food deprivation or extended isolation are not permissible. It may be necessary to separate the camper from the group until they are able to regain control of their emotions/behaviors, and then may rejoin the group.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day for day camp:

- Endangering the health and safety of oneself or others.
- Stealing or damaging camp or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Refusal to stay with assigned group.
- Using profanity or engaging in inappropriate conversations.
- Bullying behavior or any acts of violence.

Fighting
For the safety of all campers in our programs, physical fighting is absolutely prohibited and will **not** be tolerated. Therefore, any fighting offense may result in immediate suspension.

Hate Speech
In the event a camp participant uses hateful speech, camp staff will work to develop a plan of action that emotionally supports affected participants and maximizes the opportunity for the offender(s) to learn and grow from their mistakes. This will include modification to their camp program, parent notification, and conversations about empathy and the severity of discrimination, and may also include temporary dismissal from camp depending on the age of the camper(s) involved and the severity of the incident. If the behavior is repeated, the child will be dismissed from camp.

Camper Support and Accountability
Camp is a place for learning, growth, and community. When behavioral challenges arise, our focus is on understanding and guidance rather than punishment. Staff work with campers to identify the cause of the behavior, encourage positive choices, and restore relationships when possible. Each situation is handled individually, with the goal of helping every camper have a successful experience at camp.

If redirection and mediation cannot work with the camper and staff, the following steps may be taken:

<u>First Phone Call to Parent/Guardian:</u> An official warning is issued, and a plan of action is created for the camper. During this call, staff will also ask about successful strategies used at home or school to better support the camper's behavior at camp. A warning of possible suspension or dismissal may also be discussed at this stage.

<u>Second Phone Call to Parent/Guardian:</u> If the behavior continues, the camper will be temporarily removed from activities and must be picked up early from camp. A final warning will be issued, and staff will discuss the possibility of suspension or permanent dismissal if the behavior persists.

<u>Third Phone Call to Parent/Guardian, if applicable:</u> If problematic behavior continues, the camper will be permanently dismissed from the camp program.
YMCA of the Pines and staff reserve the right to immediately send home a camper from its programs. Prolonged and/or extreme behavior may warrant dismissal and is at the discretion of the Senior Director.

Campers dismissed from camp, for any reason, will not be eligible to return to camp programs in the future. Camp fees are non-refundable and will not

be pro-rated if a camper is sent home for any reason at the discretion of the camp.

GRIEVANCE POLICY

YMCA of the Pines believes camper and parents/guardians have valuable thoughts and insights to share regarding our operations. Accordingly, YMCA of the Pines encourages campers and parents/guardians to share opinions, suggestions, concerns, questions and/or grievances about policies, personnel, and/or other matters impacting the organization.

In general, the best person initially to bring opinions, suggestions, concerns and/or questions is the Camp Director. However, to the extent the concerns relate to the Camp Director, or to the extent a camper or parent/guardian believes the Camp Director did not fully address a matter, campers and parents/guardians may direct their opinions, suggestions, and/or questions to the Chief Operating Officer, Greg Keresztury.

To remedy concerns that appear to have been ignored or unresolved after initial reporting, utilize this formal grievance procedure. This procedure provides for a timely, thorough and objective investigation of the following concerns:

Inappropriate Behavior by Employees/Volunteers;
Inappropriate Behavior by Campers;
Retaliation; and/or;
Whistleblower complaints

The Camp Director and/or Chief Operating Officer will thoroughly investigate the issues raised in the grievance and will protect the privacy and confidentiality of all parties involved to the extent possible by law. All parties must cooperate with the investigation. If YMCA of the Pines determines a violation of policy or law has occurred, the organization will take appropriate action, up to and including termination and notification of external authorities.

While we hope that our families feel that they can openly communicate any concerns, complaints, or grievances directly to someone in the organization, we understand that doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide the following mechanism through which you can make an anonymous report:

The mail slot at the Welcome Center (1303 Stokes Road, Medford) is checked daily Monday to Friday when the office is first opened during normal operating hours. Anonymous complaints may be submitted after hours through the mail slot. Further, a camper may submit an anonymous complaint by putting a letter in a box kept at the Dining Hall on the fireplace mantle by the "Pony" box. This box will be checked by camp leadership staff daily.

This organization strictly prohibits retaliation against campers and/or parents/guardians for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the organization or a federal or state law enforcement agency or court. Campers and/or parents/guardians should report any suspected retaliation to the Camp Director and/or Chief Operating Officer immediately after becoming aware of it. Any report of

retaliatory conduct will be objectively, timely and thoroughly investigated. If a report of retaliation is found to be valid, the organization will take appropriate remedial action, up to and including discharging the individual(s) responsible. YMCA of the Pines will not retaliate against any campers or parent/guardian for raising a complaint and will not knowingly permit retaliation by management or other employees.

IMPORTANT CONTACT INFORMATION

For over a century, we've been dedicated to serving children and families, bringing that experience, care, and joy to our work every day.

We understand that sending your child to camp, whether it's their first summer or their tenth, can come with excitement and a few nerves. Our team is here to support your family every step of the way. We're happy to share resources, answer questions, or connect you with other families who've seen firsthand how the camp experience can make a lasting impact.

Please don't hesitate to reach out and let us know how we can best serve you.

Senior Director of Day Camp	Lynn Passarella	lynn@ycamp.org
Registration	Lynne Gally	registration@ycamp.org
Executive Chef	Kelly McHugh	kelly@ycamp.org
Chief Operating Officer	Greg Keresztury	greg@ycamp.org
Executive Director of Overnight Camps	Charlotte Brown	charlotte@ycamp.org
Girl's Camp Director	Stephanie Way	steph@ycamp.org
Boy's Camp Director	Eliana Koenigsberg	eliana@ycamp.org

WE CAN'T WAIT TO WELCOME YOUR CAMPER TO ANOTHER UNFORGETTABLE SUMMER AT LAKE STOCKWELL DAY CAMP. EACH SEASON BRINGS NEW ADVENTURES, LASTING FRIENDSHIPS, AND MOMENTS THAT REMIND US WHY CAMP TRULY MATTERS. SEE YOU SOON! ☼